

# The Pipeline

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## MSW Retention Program to Include Pre-1998 Degrees

By Margaret Davis Harney, CFC Communications



CFC has set aside funds to add a plan to retain eligible employees who already have Master's of Social Work degrees. The retention plan is available to all CFC employees with an MSW, including those who earned their degrees prior to 1998, who meet other eligibility requirements.

The original plan, announced by Secretary Viola Miller in March, provided a salary increase through ACE (Adjustment for Continuing Excellence) awards for all eligible CFC employees who had obtained their MSW in the previous two years, or since April 1998. The original plan also called for an ongoing incentive for any eligible employee who works towards and successfully completes an MSW program, but did not cover employees who obtained MSW degrees prior to 1998.

The retention plan to include those employees is based on recommendations of the MSW Retention Committee. As in the original plan, the incentives will be paid through ACE awards to MSWs who have assumed additional responsibilities based on the degree, and who also meet the following criteria:

- 1) has merit status;
- 2) has worked at least 24 consecutive months for state government, 12 of which must have been in their current department;
- 3) has not received an ACE award or a distinguished service award in the preceding 24 months or employee recognition award (ERA) in the preceding 12 months;
- 4) is performing the additional duties as a result of his/her MSW and has performed them in an exceptional manner; **and**
- 5) has not received a "fails to meet" in any category on past two evaluations or has not received a major disciplinary action.

Additional responsibilities unique to MSWs were identified as consultation/supervision of casework/co-workers; supervision of MSW practicum students; serving on work groups, committees and task forces that require an MSW's involvement; and having specialized caseloads.

If you are an employee who has an MSW degree and has performed the additional duties mentioned, submit an official copy of your transcript reflecting the degree, along with the reasons you meet the standards for an incentive, to your immediate supervisor.

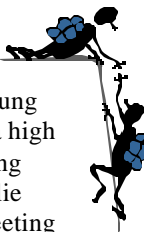
"The MSW ACE incentive was designed to encourage employees to seek additional credentials consistent with Council on Accreditation standards," said Teresa Suter, executive director of OPS, in a Nov. 28 memorandum announcing the plan's expansion.

"While the Cabinet values all its employees and their invaluable experience, it also recognizes that we have a critical shortage of MSW level social workers and supervisors and that this shortage will adversely affect our ability to obtain and retain national accreditation," Suter said.

The incentives will continue on an ongoing basis for employees who obtain their MSW degree and employees with an MSW degree who perform the additional job responsibilities outlined. These awards are not subject to the ACE/ERA Peer Review, are at the discretion of the appointing authority, and contingent upon available funds.

If you have any questions, contact Cheryl Thompson or John Moreland at 502-574-7770, extensions 3255 and 3289 respectively.

## Thorn Hill Requests Mentors for GED Students



The Thorn Hill Learning Center needs mentors for young people, ages 14-20. These young people are seeking a high school education through the GED program. Mentoring involves visiting Thorn Hill Learning Center, 700 Leslie Ave., and meeting one-on-one with a student. The meeting would involve getting to know the student, discussing life and job experiences, planning a career and what it takes to get ahead, balancing a checkbook, living within one's means, credit cards, personal values, and planning for future, etc. Mentoring would require approximately 15-20 minutes of your time once every week or once every other week. Mentoring can be done between 8 and 11 a.m. If you are interested in becoming a mentor, call Sharon McClellan at 223-3110.

## Downey Named Buyer of the Year

By Anya Armes Weber,  
CFC Communications

Congratulations to Earl Downey, a procurement branch employee who was named the Kentucky Public Procurement Association's Buyer of the Year at the group's conference Nov. 3. His coworkers surprised him a second time with a lunch reception last month.

Downey's branch manager, Ann Hall, nominated him for the award, and coworkers Judith Wilson and Carolyn Turner wrote letters of recommendation.



Downey received a plaque, and his name is on a rotating plaque that lists past year's winners. He also gets paid registration for the National Institute of Governmental Purchasing's annual conference next August in Columbus, Ohio. That prize is worth more than \$400. KPPA has about 200 members statewide. They are procurement officials for the local, state and federal government and school boards.

Downey has been with the state since 1963 and with the cabinet since its inception. He worked in the CHR warehouse until it closed in 1997, when his position there was abolished as part of the EMPOWER Kentucky effort. Downey said he considered retiring then, but decided he wasn't financially ready.

"So I lucked into getting this job," he said. "I should have been here 15 years earlier."

Downey is the buyer responsible for purchasing requests of printing, copiers, postage, building materials and moving services. He said the transition from the warehouse to the procurement branch was "smooth. I'm used to change. I learned long ago you don't improve unless you go through many changes."

Downey said he's honored to have been nominated by coworkers who have taught him so much.

"All the people here have been good to me. I learn something new every day."

Downey's not the only CFC procurement employee to win the KPPA award. Hall won in 1996, and Jackie Watkins won in 1998.

## Christmas Open House for Governor and Lt. Governor



Gov. and Mrs. Patton will be holding a Christmas open house on Wednesday, Dec. 6 from 1 – 4 p.m. The open house will be at the Governor's Mansion.

Lt. Governor and Mrs. Steve Henry, M.D. will hold a Christmas open house on Wednesday, Dec. 13 from 1 – 4 p.m. The open house will be at the Lt. Governor's Mansion at 420 High St.

In the spirit of the season, canned goods will be accepted at each event to be distributed to the needy.

## CFC Secretary Hosts Christmas Reception



CFC Secretary Viola Miller will be holding a Christmas Reception for Frankfort employees. The reception will be held Dec. 11 from 10 a.m. - noon in the lobby in front of the Secretary's Office on the 4<sup>th</sup> floor of the CHR Building. Watch *Pipeline* for further details.

## Sick Leave Needed

Sally Gayle of the Telecommunications Branch is in need of donated sick leave. Sally had cancer and has exhausted all of her leave time. To donate time, contact Janie Johnson at (502)564-6478 ext. 3336.



## Retirement Reception

A retirement reception will be held for Johnny Sams, of Technology Services' Telecommunications Branch. The reception will be held on Thursday, Dec. 14 from 2- 4 p.m. in the CHR Cafeteria. For further information, contact Renee' Ruble at 564-6478 or Carol Armstrong 564-2660.

## CFC Employee and Family Recovering from Fire

A house fire on the night of Nov. 21 has caused extensive damage to the residence of Holly M. LeCompte and her family. Mrs. LeCompte has been with the Cabinet for Families and Children for over 20 years.

A house fire, while always unfortunate, is especially devastating at the start of the holiday season. Many of the LeCompte's family belongings were destroyed or damaged during the fire.

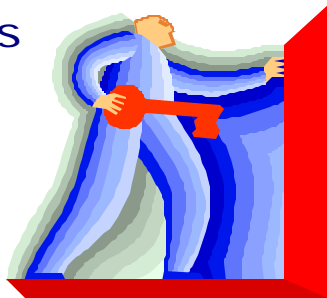
Donations during this difficult time would be greatly appreciated by the LeCompte family.

Individuals wanting to make donations, contact one of the following people:

- .. Glenda Martin, Program Services Branch Manager, Div. of Child Support, 730 Schenkel Ln. 564-2285 Ext. 4405
- .. Jacob Van Der Oort, SPV State Parent Locate section, Div. of Child Support, 730 Schenkel Ln. 564-2285 Ext. 4412
- .. Tammy Barker, Div. of Behavioral Health, 275 E. Main St. 564-5198 Ext. 3150
- .. Donna Wilson, Dept. for Public health, 275 E Main St. 564-3970 Ext. 3671

## Security Badges to Fulfill Their Duty Soon

Beginning Dec. 18, state employees who work in the Human Resources Complex will need to start using their ID badges to enter the building.



The badges were issued earlier this year and can open doors to the building by passing them over a scanning device. A green light will indicate the badge has been read and the door can be pulled open.

The CHR Security Committee suggests employees start using the badges now to make sure they work properly.

The badges should be used during normal office hours as well as other times if the badge has been programmed for after-hours use. Most cards have been programmed to work from 6 a.m. to 10 p.m. Monday through Friday unless you have been granted access outside these hours.

If for some reason you need to get in the building after hours and your card doesn't allow access, go to the main entrance,

sign in at the security desk and with proper identification you should be allowed access. This will be permitted for a limited period.

See your supervisor or department head about any changes in access hours.

After one month, if you need to access the building for a rare occurrence, your supervisor will provide your name to the badge representative, who will notify the security desk to allow you to gain access for that weekend only. Otherwise you will not be granted entry.

The use of the badges is part of an overall plan to improve security in the complex. Security guards will continue to staff the main entrance. If you have problems entering the building with your badge, see the security guard at the main entrance and show your card and then check with the agency representative listed below.

It's important that all employees use their badges beginning Monday, Dec. 18, so we can make sure the system works properly. This means that each employee should gain access by scanning his or her card. No more than one employee should enter on one card.

Visitors to the complex will initially be asked to sign in when they enter. Eventually, employees will be asked to meet visitors at the main entrance and escort them to the appropriate office. Visitors seeking vital statistics records will have a special entrance that will not require signing in.



If you have problems or questions about your badge, please call or e-mail the following agency representatives:

Families and Children – Linda Satterly, 564-7770  
Health Services – Paul Hatchett, 564-6631 (email preferred)  
Workforce Development – Janet Hampton – 564-5331  
Corrections – Patrick Bowzer – 564-4726  
Finance – John Mynhier – 564-2640

The card readers are located at the following doors:

- Tunnel entrance from parking lot
- Main entrance Door #4
- Rear entrance near canteen
- Front entrance near breezeway Door #31
- Far East entrance facing Martin Luther King Blvd.
- Main Street entrance to Health Services Building
- North West entrance to Health Services Building

All doors may be used as an exit, but re-entry is only allowed through card reader equipped doors.